

Stock Fund Check ListTM

(A) Fund Name: _____	(E) Addt'l(\$): _____
(B) Ticker Symbol: _____	(G) Addt'l(\$): _____
(C) Category: _____	(H) IRA(\$): _____
(D) Minimum Purchase(\$): _____	(I) Data Reference: _____
(F) Auto Inv Plan(\$): _____	(J) Page No.: _____
(K) Current NAV(\$): _____	(L) Total Assets(\$): _____
(M) Taxable: _____	(N) Tax-Deferred: _____

1. FUND INVESTMENT CHARACTERISTICS

A. Stated Investment Objective: _____

- What are the fund's investment criteria & investment policies?

B. Portfolio Composition:

Cash	Stocks	Bonds	Other	Foreign
_____ %	_____ %	_____ %	_____ %	_____ %

- A cash holding of 20% or more may indicate the manager is trying to time the market...very risky!

C. Market Capitalization:

Giant	Large	Medium	Small	Micro
_____ %	_____ %	_____ %	_____ %	_____ %

- Are the assets concentrated according to the stated objective?

D. Total # of holdings: _____

E. Portfolio Analysis Date: _____

F. Top 10 Company Holdings:

No.	Company Name	Sector	Assets
1			%
2			%
3			%
4			%
5			%
6			%
7			%
8			%
9			%
10			%
			% Total

- Does any one holding make up a far greater percent of assets than the others?

G. Portfolio Sector Analysis (%):

Info _____: Software _____ Hardware _____ Media _____ Telecom _____

Service _____: Health _____ Consumer _____ Business _____ Financial _____

Manufacturing _____: Goods _____ Ind Mtrls _____ Energy _____ Utilities _____

- The fewer number of holdings and sectors that the fund's assets are spread over the greater likelihood for volatility within the portfolio.

H. Sales Growth _____%

I. Trailing Earnings _____%

J. Price/Earnings Ratio _____

2. FUND MANAGEMENT CHARACTERISTICS

A. 1. Fund Manager: _____ Years: _____ 2. Date Fund Started: _____

- If manager has been with the fund less than five years, give name of previous fund managed, length of service and investment style: _____

B. Management Record: Initial Year

1. Current Management Period: <small>enter all years</small>										
2. Net Asset Value (NAV):										
3. Annual Total Return%-Subject Fund:										
4. +/- Total Return% - S&P 500 Index:										
5. +/- Total Return% - Other Index:										

- Has the current manager consistently out-performed the index?

C. Total Return & Tax Analysis: 3 Yr. 5Yr. 10 Yr.

1. Fund Total Return%:	_____	_____	_____
2. Fund Tax- Adjusted Return%:	_____	_____	_____
3. Taxes(%):	_____	_____	_____

5-Year Avg.

D. Turnover Rate (%):

Years:						Total	Average
Turnover Rate:							

Average = $\frac{\text{Total All Turnover Rates}}{\text{\# of Years Entered}}$

- A turnover rate of 20% or less indicates management follows a buy & hold investment style
- High turnover rates lead to higher brokerage costs & can increase your tax liability

3. COST CONSIDERATIONS

A. Expense Ratio _____%

The expense ratio includes a number of separate expenses, including:

1. Management Fee _____% 2. 12b-1 Marketing & Distribution Fee _____%

B. Fund Peer Group Average Expense Ratio _____%

C. Loads: Front-end _____% Back-end _____% Level _____%

D. Redemption Fee _____%

Note: Investors also pay fund brokerage commissions

4. REVIEW

- Do you understand how fund management invests your money?
- Are you familiar with the types of companies the fund manager invest in?
- Has fund management been in place for five years or more?
- Does fund management follow a buy-and-hold investing style?
- Does the fund consistently out-perform an appropriate market index?
- Is the fund so tax-inefficient that it belongs in a tax-deferred account?
- Are the fund's costs reasonable?

Completing the Check List provides you with a better understanding of how a fund invests, what it invests in, how effective current management is, and what percentage of your investment dollars pay fund expenses.